



Defense Travel Management Office



T-200

CONSTRUCTED TRAVEL IN DTS



DTS T-200 CLASS OVERVIEW

Topic: Constructed Travel in DTS

Time: Approximately 60 minutes

Target Audience: Travelers - NDEAs - Authorizing Officials

(Anyone who makes or approves travel orders)

Pre-Requisites:

T-101 Document Processing: Authorizations

T-102 Document Processing: Vouchers

OR

Comparable training or hands on experience



TECHNICAL ISSUES?

- **AUDIO GAPS**
- **SLOW SCREEN CHANGES**

- ✓ ***Exit class***
- ✓ ***Close all other software applications***
- ✓ ***Log back into class***
- ✓ ***Check with local IT staff***

If problem persists call the DISA Help Desk:



ATTENDANCE CREDIT



SELECT: *GUEST*

**ENTER: *FULL NAME + SERVICE/AGENCY
INITIALS***

Acrobat® Connect™ Professional

F-205 Advanced CBA Reconciliation

☒ Enter as a Guest

Type your name:

***Helen
Smith/DTMO***

Enter Room

☐ Enter with your login and password



You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions: -The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations. -At any time, the USG may

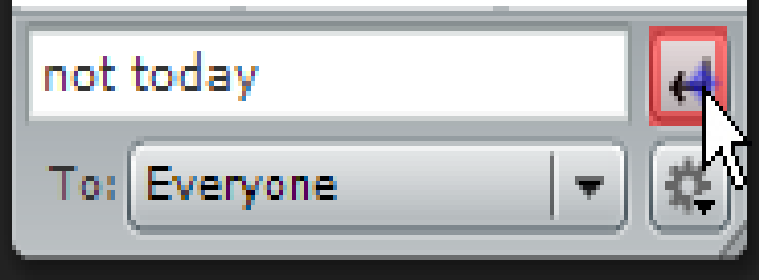


COMMUNICATING IN CLASS



Jacque Beck - guest:

(3/11/2008 15:19) Hi Mike, Are you covering bandwidth best practices today?





TRAINING OBJECTIVES

- Definitions
- Why Constructed Travel?
- CT Authorization Processing
- CT Voucher Processing



TRANSPORTATION MODES

Standard transportation mode

- Usual way to travel to TDY destination
- Determined by local policy



Preferred transportation mode

- The way the traveler wants to travel



PRIVATELY OWNED CONVEYANCE

Distant
Travel = Standard Mode
=



Regional
Travel = Standard Mode = POV

POV =



OR





TRAVEL MODE APPROVAL

| | |
|--|--|
| Requested Transportation Mode Benefits Government | Requested Transportation Mode Benefits Traveler |
|--|--|



Stamped:
ADVANTAGEOUS



Stamped:
CONVENIENT



WHY CONSTRUCTED TRAVEL?

AO may limit reimbursement when:

- **Actual transportation mode differs from approved mode**
 - **JFTR/JTR Section T4030.A**
- **Preferred transportation mode is approved as convenient for traveler**
 - **JFTR/JTR Section T4050.A2**





PRE-AUDIT FLAGS

TRAVELERS:

Should create authorizations indicating their Preferred transportation mode

AO'S SHOULD BE AWARE:

Some authorization travel options trigger pre-audit flags

FOR EXAMPLE:

Travelers selects en-route transportation other than:

Commercial air or Government transportation

Traveler MAY need to complete and attach a constructed travel worksheet (CTW)



CTW PRE-AUDIT TRIGGERS

- ☐ **En Route Travel when making rental car reservations**
- ☐ **Other transportation type:**
 - **Commercial Rail**
 - **Commercial Bus**
 - **Commercial Vessel**
- ☐ **Non-mileage expense: Commercial Auto - TDY/TAD**
- ☐ **Mileage Expense:**
 - **Private Auto - TDY/TAD**
 - **Private Motorcycle - TDY/TAD**
 - **Private Plane**
 - **Private Vessel**



CTW PRE-AUDIT TRIGGERS (Cont.)

- **Traveler uses multiple transportation modes**

**ANY Option A + Any Option B
= Flag**

| Travel Options "A" | | Travel Options "B" |
|---------------------------|---|-------------------------|
| Commercial Rail | + | |
| Commercial Bus | | |
| Commercial Vessel | | |
| Commercial Auto - TDY/TAD | | Commercial Air |
| Private Auto - TDY/TAD | | Commercial Rail |
| Private Plane | | Pre-Paid Transportation |
| Private Vessel | | |
| | | |

- **Voucher has transportation mode not previously approved on authorization**



CTW - Pop Up Window

<http://www.defensetravel.dod.mil/cnsttv>

Defense Table of Distances DoD Table of Distances

* Miles 346.0 x Rate .550 = Cost \$ 190.3

Create separate mileage expense for return trip mileage: ☒

Windows Internet Explorer



You have selected a transportation mode that may require a Constructive Travel Cost-Comparison Worksheet to be completed and included with the document via fax or scanning. The Worksheet is located at <http://www.defensetravel.dod.mil/cnsttv/> or within DTS under Review/Sign>Pre-Audit.

Do you wish to continue?

OK

Cancel



IS CTW ALWAYS REQUIRED?

Short answer is NO

If preferred and standard transportation modes are same, CTW not required

- Enter comment to that effect in pre-audit justification
- Do not complete the CTW




If CTW is required:

- Form available through link on pre-audit screen
- Instructions available through link on



POC TO/FROM TDY LOCATION

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST


Non-Mileage **Mileage** Per Diem Entitlements Substantiating Records

Mileage Expenses

Use this screen to enter mileage expenses for your trip. Click on the "Save Expenses" button to save these expenses.

Leave: 24-Sep-06 **Return:** 26-Sep-06

Mileage Expense #1

| | | | | |
|-----------------|---|----------------------------|---|---|
| * Expense Type: | <input type="text" value="Pvt Auto-TDY/TAD"/> | * Date: | <input type="text" value="09/26/2006"/> |  |
| | | | (mm/dd/yyyy) | |
| | | * Method of Reimbursement: | <input type="text" value="Personal"/> | |
| | | * Miles | <input type="text" value="275"/> | x Rate .445 = Cost \$ 122.38 |

To calculate mileage for POVs use the [DoD Table of Distances](#)

**Mileage Expenses
screen**



DRIVING RENTAL CAR TO TDY LOCATION

* Drop-Off Time:

06:00 PM

One-Way Rental:

☐

* Pickup Airport (or city, state):

ATL - Atlanta Hartsfield

* Type:

Compact

Search

states and its territories and possessions. Not all vendors provide insurance coverage for specialty vehicles (e.g., vans, sport utility vehicles). In the event of an accident with one of these vehicles, a claim is filed directly with the Government by the rental company. Travelers are not reimbursed for rental car insurance coverage purchased in the United States or its territories and possessions regardless of the vendor from whom the rental car is rented. Travelers are reimbursed for mandatory rental car insurance coverage required in foreign countries.

(ER) En Route:

☒

\$182.54

[Estimated Total Cost Including Taxes & Fees]

Select Car

E-Z

EZRENT

IN TERMINAL/SHUTTLE TO CAR
Compact Car

Weekly Rate:

\$123.30

Air Conditioning
Automatic

Extra Hour: \$12.33

Extra Day: \$24.66

Unlimited Miles/Kilometers

\$208.22

[Estimated Total Cost Including Taxes & Fees]

Select Car



ENTERPRISE

IN TERMINAL/SHUTTLE TO CAR
Compact Car

Weekly Rate:

\$129.00

Air Conditioning
Automatic

Extra Hour: \$6.51

Extra Day: \$26.00

Unlimited Miles/Kilometers

**Reservations module:
Rental car to / from TDY
location**



CT PRE-AUDIT SCREEN

Pre-Audit Trip

[Help for this screen](#)

Below are any items that were "flagged" for this trip. You must provide comments in the 'Justification to Approving Official' text field for flagged items where required. When you are finished, or if there are no flagged items, click "Proceed To Digital Signature."

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

[Constructive Travel Worksheet](#)

2 Items have been Flagged in this Travel Document

| 1. | Reason Flagged | Item Description | * Justification to Approving Official <Help> |
|----|---------------------------------|---|--|
| | → CONSTRUCTIVE TRAVEL WORKSHEET | → A transportation mode of other than Commercial Air or Government Transportation may require a constructive travel cost-comparison worksheet to be completed and included with the document via fax or | <div>CTW attached</div> |

Pre-audit justification:

- CTW attached, OR
- CTW not required per local business rules



CTW HOME PAGE



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Constructed Travel Worksheets

1. Select the appropriate worksheet from the list below.
2. Instructions for completion of the worksheets are included with the respective worksheet.

| Worksheet | Description |
|---|--|
| Constructed Travel Worksheet - Authorization | Select this worksheet to provide your AO with cost comparison information when creating your DTS authorization. Unless your business rules dictate otherwise, the worksheet is required for en-route transportation mode(s) other than Commercial Air or Government transportation. Your AO will determine whether travel by other than Commercial Air or Government transportation is authorized and if you will be subjected to a limited reimbursement. |
| Constructed Travel Worksheet - Voucher from Authorization | Select this worksheet if you completed travel using an en-route transportation mode(s) that was not approved by the AO on your authorization. Your AO will determine whether the change in transportation mode(s) was the best way for travel to be performed or whether your reimbursement for transportation-related expenses will be limited to the originally authorized mode(s). |



CT WORKSHEET - SECTIONS 1-2



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[Worksheet Instructions](#)

DTS Constructed Travel Comparison Worksheet - Authorization (refer to the worksheet instructions for completion guidance)

Name:

Locations and Dates of Travel:

Transportation Expenses for the Standard Mode (Commercial Air):

Commercial Air Costs (see worksheet instructions for additional information):

a. What it would cost to travel by commercial air:

\$

Related Expense Cost Factors:

b. If applicable, enter the additional fee normally charged by your CTO:

\$

c. Cost for round trip taxi or public transportation to and from the airports:

\$

Total Expense Cost Factors (lines b+c):

\$



CT WORKSHEET - SECTION 3



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[Worksheet Instructions](#)

DTS Constructed Travel Comparison Worksheet - Authorization
(refer to the worksheet instructions for completion guidance)



Per Diem cost factors required by your AO:

d. Per diem amount for the *allowable travel days* for your preferred transportation mode(s):

\$

e. Per diem amount for the *allowable travel days* for travel by commercial air:

\$



CTW - VOUCHER

Per Diem cost factors required by your AO:

d. Per diem amount for the *allowable travel days* for the transportation mode(s) originally authorized:

\$

e. Per diem amount for the *allowable travel days* of the actual transportation mode(s):

\$

If an en-route rental vehicle was used but not authorized/approved by your AO, your reimbursement is based on POC rules and not the actual cost of the rental vehicle. See the worksheet instructions for information:

f. Enter the official round trip distance for the rental vehicle use:

Note: If you also provided transportation for other passengers on official government travel, refer to the special instructions.

Add additional comments as needed:



QUESTIONS?





AUTHORIZATION: FINDING THE CT COST

Air Travel

Modify Search

Please Note: A Red Star (*) indicates a field is required.

* Departure Airport (or city, state):
DCA - Washington Ronald Reag

* Arrival Airport (or city, state):
LAX - Los Angeles International

* Arrival or Departure:
Departure
11/19/2007
12:00 PM

Show Alternate Airports: ☐

Search

Air Travel

Please select flights for DCA - Washington Ronald Reagan National Apt to LAX - Los Angeles International Apt departing on 11/19/2007

Skip This Flight

RESERVATIONS SUMMARY:
AIR: \$0.00
Reservation Skipped - to Depart: 10/31/07 [Remove](#)

GSA Contract w/ Limited Availability

GSA Contract Airfare

Other Gov't Airfare

Other Airfare

AltGSA

GSA awarded fare is \$159.00

Sort By: ☐ Departure Time ☐ Arrival Time ☐ Elapsed Time ☐ Price ☒ Default

\$189.80 Total Estimated Airfare (Including Taxes and Fees) Government Contract

Class: YCADCA [Fare Rules](#) [View Available Seats](#)

Select Flight

| | | | |
|--|--|---------------|---|
| | 12:45 PM Depart DCA - Washington Ronald Reagan National Apt 01:56 PM Arrive ORD - Chicago O'Hare International Apt Equipment 735 | Mon 19-Nov-07 | Flying Time: 2h 11min Lay-over Time: 54min |
|--|--|---------------|---|

Use least expensive, unrestricted economy/coach class airfare



AUTHORIZATION: PROCESSING CT COSTS

Constructed Travel Cost:

- Official cost of the usual travel mode
- Number the AO will compare to the requested or preferred travel mode
- Included items vary for civilians vs. military
- Consideration must be made with in the comparison calculation for official travelers sharing a POC



AUTHORIZATION: PROCESSING CT COSTS INCLUDED ITEMS

Military members (JFTR Ch 3, Par U3310.C1-3):

- per diem
- cost of airfare including taxes and fees
- taxi fares and excess baggage costs (if allowed)

Civilian employees (JTR Ch 2, Par C2150.8a):

- per diem
- reasonable transportation expenses



SAVING THE CTW

Note: If you are also planning to provide transportation for other passengers on official government travel, refer to the special instructions and add the necessary comments below.

Add additional comments as needed:

Enter comments if needed

Save To File for Upload to DTS

(this will take a few minutes)



AUTHORIZATION: THE SAVED CTW

DTS Constructed Travel Comparison Worksheet - Authorization

(refer to the worksheet instructions for completion guidance)

Name: Barney Fife Locations and Dates of Travel: Mayberry, RFD, 13-17 February 2008

Transportation Expenses for the Standard Mode (Commercial Air):

Commercial Air Costs (see worksheet instructions for additional information):

a. What it would cost to travel by commercial air: \$254.23

Related Expense Cost Factors:


b. If applicable, enter the additional fee normally charged by your CTO: \$25.21

c. Cost for **round trip** taxi or public transportation to and from the airports: \$40.00

Total Expense Cost Factors (lines b+c): \$65.21



AUTHORIZATION: ATTACHING CTW

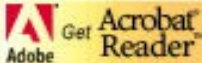
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[Itinerary](#) [Travel](#) [Expenses](#) [Accounting](#) [Additional Options](#) [Review/Sign](#)

[RETURN TO LIST](#) [Non-Mileage](#) [Mileage](#) [Substantiating Records](#)

Receipts

Below is a list of your receipts. To fax in your receipts click "Print Fax Cover Sheet", and follow the instructions on the cover sheet. Then five minutes after the fax transmission is complete click "Refresh" to see receipts in the list. To upload receipts that you have scanned, click "Browse..." and after selecting the scanned file click "Upload". Click "view" to view the receipts. To add or change notes on an existing receipt, under the "Notes" column select the field you would like to change, edit the text, then click the "Save Notes" button.

 You must have the free Adobe Acrobat Reader program installed on your computer to view receipts. [Download the Adobe Acrobat Reader program.](#)

[Print Fax Cover Sheet](#)

[Upload Scanned Receipts](#) [Browse...](#) [Upload](#)

Existing Receipts

| Date | CTW | Notes | View | Remove |
|-------------|-------------------------------------|---|--------------------------|----------------------------|
| 31-Aug-2005 | <input checked="" type="checkbox"/> | <input type="text" value="Added 08/31/05 at 09:18:45 - CTW Worksheet"/> | >view | >remove |
| 31-Aug-2005 | <input type="checkbox"/> | <input type="text" value="Added 08/31/05 at 09:20:41 - Registration"/> | >view | >remove |

[Refresh](#) [Save Notes](#)



AUTHORIZATION: TRAVELER SIGNATURE

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[RETURN TO LIST](#)

[Itinerary](#) [Travel](#) [Expenses](#) [Accounting](#) [Additional Options](#) [Review/Sign](#)

[Preview](#) [Pre-Audit](#) [Other Auths.](#) [Digital Signature](#)

Digital Signature

Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.

Document Action

*Submit this document as:

Additional Remarks:

[Submit Completed Document](#)

The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO.

Notification to traveler: reimbursement may be limited



AUTHORIZATION: AO APPROVAL

**Signed authorization
with attached CTW routes
to AO**

AO decides how to reimburse traveler

Advantageous to government

- Traveler reimbursed for all travel expenses

Convenient for traveler

- Traveler's reimbursement is limited





AUTHORIZATION: REIMBURSEMENT LIMITATION

Cost Comparison

Review the details for the transportation expenses below and the Constructive Travel Worksheet.

Worksheet

Transportation Expenses:

175

Expense Cost Factors:

35

Total Allowed Cost:

210.00

☒ Approve as Limited

Trip will be authorized. If the Limited option is selected, transportation expense reimbursement will be restricted to the constructive cost of common carrier transportation as specified by the JFTR.

Preferred Travel

| | |
|-----------------------------|----------|
| Pvt Auto-TDY/TAD: | \$131.92 |
| Parking - TDY/TAD: | \$160.00 |
| Tolls (highway bridge etc): | \$3.00 |
| Preferred Trip Total: | \$294.92 |

Cancel

Approve and Continue

Cost of preferred mode (from DTS)

Cost of standard mode (from CTW)

AO can limit reimbursement



AUTHORIZATION: REIMBURSEMENT LIMITATION

| Cost Comparison | |
|---|--------------------------------|
| Review the details for the transportation expenses below and the Constructive Travel Worksheet. | |
| Worksheet | |
| Transportation Expenses: | <input type="text" value="0"/> |
| Expense Cost Factors: | <input type="text" value="0"/> |
| Total Allowed Cost: | .0 |
| <p>If this document is approved as limited or was approved as limited, the allowable rental car cost of \$175.58 will be adjusted to the cost for Private Auto mileage (\$0). This allowable cost for the rental car will then be used for the cost comparison of the values associated to the Not to exceed reimbursement baseline limit costs that are entered.</p> | |
| Allowed Rental Car Mileage: | <input type="text" value="0"/> |
| X POC Mileage Rate: | .55 |
| Allowed Rental Car Cost: | .0 |
| To calculate mileage for POVs use the DoD Table of Distances | |
| <input type="checkbox"/> Approve as Limited | |
| Trip will be authorized. If the Limited option is selected, transportation expense reimbursement will be restricted to the constructive cost of common carrier transportation as specified by the JFTR. | |
| Preferred Travel | |
| Rental Car: | \$175.58 |
| Preferred Trip Total: | \$175.58 |

Cost of preferred mode (from DTS)

Cost of standard mode (from CTW)

AO can limit reimbursement



AUTHORIZATION: EN-ROUTE PER DIEM ADJUSTMENT

**f limiting reimbursement, AO must
adjust en-route per diem entitlement**

Days beyond allowable travel days must be
in non-per diem status

Allowable travel days based on authorized
transportation mode

Failure to update may result in
overpayment





AUTHORIZATION: TRIP PREVIEW PAGE

Accounting Summary

Actual/Estimate

Accounting Code: 07 DEFAULT [View](#)

LODGING: \$883.20

M&IE: \$992.00

MILEAGE: \$131.92

OTHER: \$163.00

07 DEFAULT Sub Total: \$2,170.12

Calculated Trip Cost: \$2,170.12

Allowed

Accounting Code: 07 DEFAULT [View](#)
SDN: M0002507TONYUEV

LODGING: \$883.20

M&IE: \$992.00

MILEAGE: \$131.92

OTHER: \$78.08

07 DEFAULT Sub Total: \$2,085.20

Calculated Trip Cost: \$2,085.20

Document Totals

Actual/Estimate

LODGING: \$883.20

M&IE: \$992.00

MILEAGE: \$131.92

OTHER: \$163.00

Calculated Trip Cost: \$2,170.12

Baseline Trip

[View Worksheet](#)

LODGING: \$883.20

M&IE: \$992.00

MILEAGE: \$131.92

OTHER: \$78.08

Calculated Trip Cost: \$2,085.20

Advances and Scheduled Partial Payments Summary

- ***If travel is advantageous to the government, amounts are the same***

- ***If travel is convenient for traveler, they are different***




VOUCHER: AUTHORIZATION APPROVED - LIMITED

- **DTS automatically limits reimbursement as indicated on the authorization**
- **AO may override limited reimbursement to allow actual reimbursement on voucher**



VOUCHER: AO OVERRIDE ON VOUCHER

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Preview Pre-Audit Other Auths. Digital Signature

Digital Signature

Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.

Document Action

*Submit this document as:

APPROVED

Additional Remarks:

Submit Completed Document

[View Cost Comparison](#)

☒ Approval Override.

By checking this box, the full trip transportation costs, less enroute per diem, will be reimbursed.

The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO



VOUCHER: NO CT INDICATED ON AUTH

- Similar to authorization processing
- Pre-audit triggered if en-route mode is different on voucher

**Example: authorization = commercial
air voucher = en-route POC**

- Approval functionality is same
 - Traveler completes CTW and electronically attaches to travel document
 - AO approves as is or limits reimbursement to cost of originally authorized mode



SUMMARY

- **Transportation Modes:**
 - **Standard = Normal = Advantageous to the government**
 - **Preferred = Convenient = Advantageous to the traveler**
- **Always use JFTR/JTR to cite DoD legal requirements**
- **Always build an auth using traveler's preferred mode of travel**
- **CTW not required if standard and preferred are the same**
- **CTW always required if standard and preferred are different**
- **Worksheet instructions are available on the CTW in DTS**
- **Voucher CTW required if mode of travel is diff from the auth**



CLASS CLOSING LOBBY

Lobby set-up:

- o Instructor audio turned off
- o Questions answered for 15 minutes
- o Lobby stays open 60 minutes

Please help us evaluate:

- o Complete evaluation
- o Provide feedback

Use the lobby resources:

- o Download class slides
- o Use links to DTMO website & TRAX



THANK YOU FOR ATTENDING DISTANCE LEARNING

**For a three month schedule of
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Go to the
DTMO Website > Training Resources Center**